

RCMPI Policies

Compiled April 22, 2026, based on active and approved versions of individual policies.

Policies and Procedures – Definition

Policies are statements that reflect the goals of the Constitution and provide a framework for action to guide the Board and its members.

Procedures are statements as to how selected by-laws and policies are implemented.

Table of Contents:

Babes in Arms Policy	2
Budget Adherence and Amendment Policy	3
Participation Fees and Volunteer Hours Policy	5
Code of Conduct and Confidentiality Policy	7
Committee Member Attendance Policy	12
Complimentary Tickets Policy	13
Digital Access Policy	14
Email Privacy and Monitoring Policy	16
Facility Key Access Policy	18
Membership Policy	20
Party and Event Policy	24
Payment for Functions Normally Done by Volunteers Policy	25
Protection of Children and Vulnerable Persons Policy	27
Proxy Policy	34
Workplace Violence, Harassment, and Discrimination Policy	37

Babes in Arms Policy

1 Purpose

- 1.1 The intent of this policy is to try to ensure a performance atmosphere that is conducive to the enjoyment by the general public of the shows that RCMPI produces.

2 Policy

- 2.1 RCMPI does not permit babes in arms to any of its performances.

- 1.

3 Implementation

- 3.1 Exceptions may be granted at the discretion of the Board of RCMPI and/or the venue management, and may be granted or refused without prejudice.
- 3.2 The Board is not required to provide justification for its decision but is required to consider the impact on all patrons when granting an exception.
- 3.3 The Board of RCMPI may make general exceptions to this statement for shows that are particularly appropriate for young children.

- 1.

4 REVIEW

- 4.1.1 This policy will be reviewed bi-annually.

5 Date

Created	07/11/2006
Reviewed	01/15/2018
Reviewed	12/14/2020
Reviewed	March 6, 2023
Approved	April 10, 2023

Budget Adherence and Amendment Policy

1 Purpose

- 1.1 To outline procedures for the review of revisions to an approved budget for specific jobs and/or operations managed, undertaken, or overseen by Royal City Musical Productions Incorporated and its Board of Directors.

2 Policy

- 2.1 It is the policy of RCMPI to adhere to the predetermined yearly operational budget as closely as possible.
 - 2.

3 Implementation

- 3.1 The yearly operational budget approved by the RCMPI Board of Directors for a job or operation will be entered and maintained electronically by the Treasurer. The Treasurer will issue cheques as requested by appropriate delegates of RCMPI. Expenditures against current and active jobs or operations will be reviewed item by item upon data entry.
- 3.2 It is the responsibility of the delegate requesting funds to provide information as requested by the Treasurer as to the nature of the expenditure. It is the responsibility of the Treasurer to confirm that the expenditure falls within the parameters of the approved budget.
- 3.3 If the request falls within the parameters of the approved budget, the Treasurer will issue the cheque and enter the expenditure as outlined above. If the request falls outside of the parameters of the approved budget, the specific expenditure must be reviewed and approved by one of either the President or Vice President. It is the responsibility of the Treasurer to initiate the review by contacting the President and Vice-President regarding the proposed budget revision.
- 3.4 Upon approval of the revision to the budget the Treasurer will issue the cheque as requested and enter the expenditure as outlined above. If the revision to the budget is not approved, the Treasurer will inform the delegate of the refusal to revise the budget and a cheque will not be issued.
- 3.5 The approved budget is provided to the Production Team of each show by the Production Coordinator on behalf of the Board of Directors before contracts are signed. If the intent of the Production Team is to significantly reallocate any of the line items or to exceed the total amount allocated to the production, Board approval is required.

4 REVIEW

- 4.1.1 This policy will be reviewed annually.

5 Date

Revised	03/19/2018
Reviewed	March 6, 2023
Approved	April 10, 2023

Participation Fees and Volunteer Hours Policy

1 Purpose

- 1.1 To provide guidance on the requirements for participation as a Cast Member in an RCMPI production.
- 1.2 RCMPI is a volunteer organization that relies on the contribution of many for its ongoing operation. The success of a show is dependent on efforts that go beyond the scope of the work of the production team. Each show must call upon the assistance of its cast in order to achieve many of its financial, logistical, and publicity goals.

2 Policy

2.1 Participation Fee

- 2.1.1 The participation fee is set by the Board for each show and is only applicable to cast members.
- 2.1.2 The Board may choose to implement a declining participation fee for each additional family member in a given show.

2.2 Volunteer Hours

- 2.2.1 The number of required volunteer hours is set by the Board for each show and is only applicable to cast members.
- 2.2.2 The minimum volunteer hours must be completed by each cast member, or an agent on their behalf.
- 2.2.3 The volunteer hours commitment is secured by a \$50.00 deposit.
- 2.2.4 Cast members must meet the minimum requirement to have their deposit returned. There will be no pro-rating of contribution.
- 2.2.5 If a cast member would prefer to pay the \$50.00 and forgo volunteering, the Production Coordinator should be informed as soon as possible.
- 2.2.6 Cast members are encouraged to continue volunteering past the minimum requirement.

1.

3 Implementation

3.1 Exemptions

- 3.1.1 The Board of Directors may choose to waive all or part of the participation fee or volunteer deposit for an individual if that individual is unable to pay the required fee/deposit due to financial hardship.

3.2 Collection of Fees / Deposits

- 3.2.1 The participation fee and volunteer hour deposit will be collected at the first rehearsal.

- 3.2.2 Volunteer hour deposits will be returned upon completion of the required volunteer hours or at the discretion of the Production Coordinator.

3.3 Volunteer Opportunities

- 2. 3.3.1 Volunteering opportunities will be distributed to the cast over the course of the show. The Board and Production Coordinator may waive the requirement at their discretion under exceptional circumstances.
- 3.3.1 Volunteer hours will also be awarded for participation on RCMPI committees and work groups.
- 3.3.2 The Production Coordinator will be responsible for approving and tracking volunteer hours or may consult the Board for a vote on approval of the volunteer activity.
- 3.3.3 Cast members are encouraged to propose their own volunteer contributions, in writing, to the Production Coordinator.
- 3.

4 REVIEW

- 4.1.1 This policy will be reviewed bi-annually.

5 Date

Created	05/31/2013
Reviewed	12/2/2017
Approved	April 10, 2023

Code of Conduct and Confidentiality Policy

1 Purpose

- 1.1** Royal City Musical Productions Inc (RCMPI) is dedicated to bringing the joy of theatre and theatre related experiences to our community and surrounding areas. We pledge to create safer, more inclusive, respectful workplaces where artists can thrive, free from all forms of harassment, and we are dedicated to offering a welcoming space for those to enjoy and share their love of theatre and acting. To that end, all members of RCMPI have a duty to conduct themselves professionally and to treat everyone involved in our productions (including our audience) with kindness and respect. All members and volunteers are expected to know and follow this policy during all RCMPI activities.

2 Policy

2.1 Expectations

2.1.1 All members, volunteers, patrons, and visitors must:

- Demonstrate honesty, integrity and respect
- Respect individual beliefs of others
- Respect the privacy and personal space of others
- Be fair, considerate and honest
- Show understanding and sensitivity when dealing with sensitive issues
- Abide by the policies of any meeting, rehearsal, performance, or event venue or facility
- Be respectful of all property, including but not limited to, props, microphones, sound equipment, instruments, costumes, and set pieces
- Abide by the instructions of the Production Team, Board of Directors, Committee Chairs, and Event Coordinators
- Exercise control, respect and professionalism in all activities representing RCMPI

2.1.2 In addition, Board Members, Coordinators, employees and volunteers are expected to:

- Maintain good governance
- Be responsible to the Membership
- Be willing to work collaboratively with multiple stakeholders or agencies
- Commit to a high standard of ethics and conduct as they devote their best efforts, skills, and resources in the interest of RCMPI and its members
- Declare any potential conflicts of interests, be they real or apparent, in a timely manner
- Not abuse their position by suggesting or expecting any special treatment beyond regular members of the organization
- Not knowingly take advantage of, or benefit from, information that is obtained in the course of official duties and responsibilities

2.1.3 Zero-Tolerance

RCMPI has zero-tolerance for the following:

- Physical, verbal, or sexual violence or coercion, unnecessary force, or any other behaviour that is either prohibited or not authorized by law (see Workplace Violence, Harassment, and Discrimination Policy)
- Bullying or discrimination of individuals based on personal characteristics like race, age, disability, sex, gender identity, religion, family status, sexual orientation, or any other protected grounds which is described in the Ontario Human Rights Code, R.S.O. 1990, c. H.19 (see Workplace Violence, Harassment, and Discrimination Policy)
- Taking advantage or abusing persons who may be considered vulnerable or members of the vulnerable sector, including youth or minors (see vulnerable sector policy)
- Negatively campaigning against others; malicious gossip, spreading rumour or innuendo; intentionally creating a toxic or poisoned environments (see Workplace Violence, Harassment, and Discrimination Policy)
- Intoxication of any kind, while acting as a representative of RCMPI, including but not limited to rehearsals, productions, community events etc.
- Retaliation made against RCMPI Board Member, cast, crew, volunteers any or other person who lodges a good faith complaint under this Code of Conduct or who participates in any related investigation.

Potential violations of the zero-tolerance expectations will need to be promptly flagged to the Board President as an immediate review is required.

2.2 Privacy & Use of Contact Information

RCMPI values the privacy of its cast, crew, and volunteers. Contact information shared for the purposes of production or project coordination (including phone numbers, emails, and other personal details) must be used exclusively for production-related communication.

- Personal contact information is to be kept confidential and not shared with individuals outside the production without explicit written permission.
- Contact lists may not be used for personal, promotional, or non-production-related purposes.
- No member shall contact any members or the public on behalf of RCMPI without prior board approval.
- If a cast or crew member wishes to stay in touch beyond the production, they must obtain the information from the individual themselves.
- Any concerns about misuse of contact information should be reported to the production team, leadership or the board of directors.

3 Implementation

3.1 Reporting

3.1.1 Members will report inappropriate behaviour or other concerns to the identified board designate.

Relation of incident	Board Designate
Vulnerable Sector - Youth under 16, Vulnerable Persons (See Vulnerable Sector Policy for more info)	Vulnerable Sector Coordinator Production Coordinator or Stage Manager or the designated Cast Representative.
Show Related Concerns*	Production Coordinator or Stage Manager or the designated Cast Representative.
Company Concerns*	Direct to a current Board Member

** For more information regarding reporting Violence, Discrimination and Harassment in these areas of concerns, please see the Workplace Violence, Harassment and Discrimination Policy.*

The concern may be requested in writing or an interview will be completed by the board identified designate, to ensure the incident is clearly documented. Once the documentation is completed, the information will then be submitted by the board designate to the Board President, for review.

3.2 Review

Once the Board President has received the documentation, they will identify whether an immediate review needs to be called or if the concern can wait to be reviewed at the next scheduled board meeting.

Should the President be the subject of a complaint, the Vice President shall perform the duties normally assigned to the President in this matter.

3.2.1 Requirements for an immediate review:

1. Potential or imminent threat to safety of an individual or group of people (either immediate or on-going)
2. Allegations involving a minor (under 16) or member of the vulnerable sector
3. Involvement of First Responders (Firefighters, EMS, Police, ect.)
4. Incidents involving any identified Zero-Tolerance Behaviours
5. Potential media attention

During the review, either in an immediate review or the Board Meeting review, the Board President will present the documents for the attendees to review.

3.2.2 For immediate review, the review team will consist of these mandatory invites (unless they are identified in the concerns):

Board President

Board Vice President

Secretary

Vulnerable Sector Coordinator (for incidents involving vulnerable sector or under 16)

Identified pertinent board members

3.2.3 The review team will ensure an appropriate investigation of all complaints is conducted and that all complaints or incidents are addressed in a fair, respectful and timely manner. Information about a complaint or incident will not be disclosed except to the extent necessary to protect affected individuals, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

During the course of any investigation, the review team may require the alleged perpetrator to suspend their involvement with RCMPPI pending the outcome of the investigation.

RCMPI will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies.

3.2.4 In situations not requiring an immediate review, the Board President shall attempt resolution of the problem with the complainer and the complainant. If this initial attempt at resolution is not successful, the issue will be brought to the Board of Directors.

3.3 Penalties

The final decision of the Board of Directors shall be delivered in writing to the affected parties. Penalties imposed for a breach this policy include, but are not limited to, the following:

1. Censure of the member
2. Members in violation of this policy may be immediately dismissed from the activity by a Board Designate.
3. The Board of Directors may further review the conduct and may pursue disciplinary action up to and including dismissal from the company.
4. Temporary suspension of the member from some or all RCMPPI activities
5. Revocation of company membership.

4 Policy Review

4.1.1 This policy will be reviewed every other year.

5 Date

Created 01/07/2026

Reviewed 01/12/2026

Committee Member Attendance Policy

1 Purpose

- 1.1 This policy is intended to provide a framework for full contribution of all committee members.
- 1.2 The policy applies to all committee members.

2 Policy

- 2.1 Committee members accept the responsibility for carrying out the goals of their committee when appointed, and meeting attendance is part of that responsibility.
- 2.2 A Committee attendance issue occurs when a committee member has, regarding a regularly scheduled committee meeting, (a) an unnotified absence; (b) two notified absences in a row, or (c) missed three meetings in a twelve-month period.
- 3.

3 Implementation

- 3.1 If an attendance issue occurs the Chair will promptly contact the member to discuss the barriers to the member attending the meeting(s). The member's response shall be shared with the Board at the next meeting of the Board of Directors.
- 3.2 In that meeting, the Board will decide what actions to take, if any, regarding the member's continued membership on the committee
- 4.

4 REVIEW

- 4.1.1 This policy will be reviewed annually.

5 Date

Created	12/2/2017
Approved	12/2/2017
Reviewed:	March 6, 2023
Approved	April 10, 2023

Complimentary Tickets Policy

1 Purpose

- 1.1 To outline a policy and procedure for complimentary tickets for recognition, donation, or show promotion.

2 Policy

- 2.1 It is the policy of RCMPI that complimentary tickets/vouchers are appropriate in a very limited number of situations that may vary from show to show, and will be used sparingly.

1.

3 Implementation

- 3.1 Prior to tickets going on sale, a block of tickets/vouchers will be allocated to the Production Coordinator. This shall include tickets set aside as gifts to production team members. The Production Coordinator will be responsible to update the Board on a regular basis to the status of these tickets/vouchers.
- 3.2 Complimentary tickets/vouchers will then be allocated only at the discretion of the Board, and a list of recipients will then be compiled to track the financial benefit to RCMPI.
- 3.3 The Board will, from time to time, allocate tickets to:
 - 3.3.1 Sponsors Publicity partners
 - 3.3.2 Other community organizations or causes

2.

4 REVIEW

- 4.1.1 This policy will be reviewed bi-annually.

5 Date

Created	10/9/2015
Reviewed	1/15/2018
Reviewed	May 8, 2023

Digital Access Policy

1 Purpose

- 1.1 This policy is intended to provide a framework for when members are granted access to the RCMPI Google Drive, an RCMPI email account, and/or RCMPI social media accounts.
- 1.2 The policy applies to all board and committee members.

2 Email Account Policy

- 2.1 Board members will be provided an RCMPI email account within one week of joining the board.
- 2.2 Former Board members will lose access to their RCMPI email account one week after stepping down from the board.
- 2.3 Former Board members that have been removed from the board for punitive reasons, will lose access to their RCMPI email account immediately upon removal.
- 2.4 Current Board members will adhere to the **Email Privacy and Monitoring Policy** when closing down previous members' email accounts.

3 Google Drive Account Policy

- 3.1 Board members will be provided access to the RCMPI Google drive within one week of joining the board.
- 3.2 Committee members will be granted access to the RCMPI Google drive folder specific to their committee
- 3.3 Former Board members will lose access to the RCMPI Google drive within one week after stepping down from the board.
- 3.4 Former Board members that have been removed from the board for punitive reasons, will lose access to the RCMPI Google drive immediately upon removal.

4 Social Media Account Policy

- 4.1 The Board member acting as Publicity Committee chair will be granted admin rights to all RCMPI social media accounts within one week of joining the board.
- 4.2 Former Publicity Committee chair will lose admin access to all RCMPI social media accounts within one week after stepping down from the board.
- 4.3 Former Board members that have been removed from the board for punitive reasons, will lose access to the RCMPI social media accounts immediately upon removal.

5 Implementation

- 5.1 The Board Secretary and Facilities Chair will be granted Admin access to the Google suite to oversee the Email accounts and Google drive access.
- 5.2 A separate “Digital Asset Transfer” meeting with at least the Secretary and Facilities Chair will be held within one week of an AGM to grant and remove access where necessary as outlined in sections 2, 3 and 4 of this policy.
- 5.3 Where necessary, new passwords should be set for generic emails and other digital access accounts not listed in this policy at the “Digital Asset Transfer” meeting.

6 REVIEW

- 6.1.1 This policy will be reviewed annually.

7 Date

Created	10/20/2025
Approved	10/20/2025
Reviewed:	10/20/2025

Email Privacy and Monitoring Policy

1 Purpose

- 1.1 This policy outlines the RCMP's approach to the privacy and monitoring of email communications within the organization. Our goal is to ensure that members understand the measures in place regarding email privacy and the circumstances under which email content might be accessed.

2 Email Account Policy

- 2.1 RCMP is committed to respecting the privacy of its members' email communications. Members should have a reasonable expectation that their personal and professional email communications will not be routinely monitored or accessed by the RCMP.

3 Non-Monitoring Statement

- 3.1 As a general principle, RCMP will not actively read or monitor the content of members' email communications. Email accounts are provided for organization purposes and may contain sensitive information; therefore, members are expected to use these accounts responsibly.

4 Social Media Account Policy

- 4.1 The Board member acting as Publicity Committee chair will be granted admin rights to RCMP social media accounts within one week of joining the board.
- 4.2 Publicity Committee members acting as Social Media managers will be granted admin rights to RCMP social media accounts.
- 4.3 Former Board and Publicity Committee members will lose admin access to the RCMP Social Media accounts within one week after stepping down from the board.
- 4.4 Former Board and Publicity Committee members that have been removed from the board for punitive reasons, will lose admin access to the RCMP Social Media accounts immediately upon removal.

5 Access and Disclosure

- 5.1 While RCMP does not routinely read or monitor emails, it reserves the right to access and review email communications under specific circumstances, including but not limited to:
 - Compliance with legal obligations or regulatory requirements.
 - Investigation of suspected violations of company policies, including but not limited to security breaches, harassment, or illegal activities.
 - Situations where access is necessary to ensure business continuity, such as during an employee's absence or in the case of technical issues.

6 Confidentiality

- 6.1 Members are encouraged to use email for business-related communications. Personal emails should be kept to a minimum, and employees should understand that while the company will not actively monitor emails, confidentiality cannot be absolutely guaranteed.

7 Policy Acknowledgement

- 7.1 All members are required to acknowledge receipt and understanding of this policy as part of their onboarding process and any subsequent policy updates.

5.

8 REVIEW

- 8.1.1 This policy will be reviewed annually.

9 Date

Created 10/20/2025

Approved 10/20/2025

Reviewed: 10/20/2025

Facility Key Access Policy

1 Purpose

- 1.1 This policy establishes guidelines for the distribution, use, and management of keys to RCMPI's workspaces to ensure security, accountability, and proper access control.
- 1.2 The policy applies to all keyholding members.

2 Key Holders

- 2.1 Only the following individuals may be granted facility keys:
 - 2.1.1 Board Members
 - 2.1.2 Designated Volunteers – Only those with specific responsibilities requiring access, as approved by the RCMPI Facilities Chair
 - 2.1.3 Contractors/Vendors – May be issued temporary access at the discretion of the RCMPI Facilities Chair, with keys returned immediately after use.

3 Key Issuance & Records

- 3.1 Each keyholder must sign a Key Agreement Form, acknowledging responsibility for the key.
- 3.2 A Key Log will be maintained, recording who has received keys, dates issued, and expected return dates if applicable.
- 3.3 Duplicate keys will not be made without express written permission from the RCMPI Facilities Chair.

4 Keyholder Responsibilities

- 4.1 Keys must not be duplicated, shared, or loaned to unauthorized individuals.
- 4.2 Lost or stolen keys must be reported immediately to the Facilities Chair.
- 4.3 Keyholders must ensure that doors are properly secured upon entering and exiting the facility.
- 4.4 Unauthorized access or misuse of keys may result in disciplinary action, including revocation of access.

5 Key Return

- 5.1 All keys must be returned upon resignation, termination, or completion of duties requiring access.
- 5.2 If a key is lost, the keyholder may be responsible for the cost of rekeying locks if deemed necessary.

6 Policy Violations

- 6.1.1 Failure to comply with this policy may result in disciplinary action, including but not limited to loss of access privileges, financial liability for security breaches, and potential legal action.

7 REVIEW

- 7.1.1 This policy will be reviewed annually.

8 Date

Created	10/20/2025
Approved	10/20/2025
Reviewed:	10/20/2025

Membership Policy

1 Purpose

- 1.1 To detail the types of membership granted for RCMPI and to detail the rights and responsibilities of members of RCMPI.

2 Policy

2.1 Classes of Members and Entitlements

6. The Corporation shall have five classes of membership:

- Full,
- Affiliate,
- Production,
- Junior, and
- Life.

- 2.1.1 A “Full Member” shall be an individual who supports the objectives of the Corporation. A Full Member shall have full rights to vote in the affairs of the Corporation and eligibility for election as an Officer or Director (over age 18). A Full Member will otherwise enjoy the benefits of membership as from time to time defined by resolution of the Board of Directors;
- 2.1.2 An “Affiliate Member” shall be an incorporated or unincorporated organization or group who supports the objectives of the Corporation and carries on business or activities in a municipal, provincial or regional sub-district within the geographic jurisdiction of the Corporation. An Affiliate Member and its respective members may enjoy the benefits of membership as from time to time defined by resolution of the Board of Directors. An Affiliate Member is entitled to a single vote in the affairs of the Corporation, which must be cast by an authorized agent of the Affiliate Member. An Affiliate Member is not eligible for election as an Officer or Director.
- 2.1.3 A “Production Member” shall be an individual who supports the objectives of the Corporation, but does not otherwise qualify as a Full Member. A Production Member may enjoy the benefits of membership as from time to time defined by resolution of the Board of Directors but shall not have a right to vote in the affairs of the Corporation or be eligible for election as an Officer or Director;
- 2.1.4 A “Junior Member” shall be an individual under the age of 16 at the beginning of his or her membership period, who supports the objectives of the Corporation but does not otherwise qualify as a Full Member. A Junior Member may enjoy the benefits of membership as from time to time defined by resolution of the Board of Directors but shall not have a right to vote in the affairs of the Corporation or be eligible for election as an Officer or Director. A Junior

Member who attains the age of 16 during his or her membership period may choose to pay the difference between the Junior membership fee and the Full membership fee. After paying this amount, he or she shall be a Full Member for the remainder of his or her membership period, and shall be entitled to all the privileges of a Full Member for that period;

- 2.1.5 A "Life Member" shall be any person or organization that, by resolution of the Board of Directors, is deemed to have given distinguished service or support to the Corporation. A Life Member shall enjoy such entitlements to benefits and votes as from time to time defined by resolution of the Board of Directors and shall be entitled to all the privileges of a Full Member. A Life Member shall be exempt from membership fees.

1.

2.2 Eligibility for Membership

7. Membership in the Corporation is open to any person who:
- 2.2.1 Has paid the membership fees set by the Board of Directors;
- 2.2.2 Has, in the opinion of the Board, a genuine interest in the objectives of the Corporation and whose application for membership has been approved by the Board (such approval shall not be unreasonably withheld);
- 2.2.3 Is at least sixteen 16 years of age (except for Junior Members);
- 2.2.4 Is a resident of Canada and/or carries on business in Canada;
- 2.2.5 Is not an undischarged bankrupt; and/or
8. Membership in the Corporation is open to any corporation which:
- 2.2.6 Has its head office or carries on business in the Province of Ontario whose application for admission as a Member has received the approval of the Board.

1.

2.3 Membership Year

9. The Membership year shall be as follows:
- 2.3.1 For Full, Affiliate, and Junior Members, membership will be for the period of July 1 to June 30. Any member who pays their fee after February 1 will be considered paid up until June 30 of the following year;
- 2.3.2 For Production Members, the duration of the current production;
- 2.3.3 For Life Members, the duration of the Member's lifetime.

1.

2.4 Membership Fees

- 2.4.1 Membership fees for all classes (except for Life Members, who are exempt from membership fees) shall be determined from time to time by resolution of the Board of Directors.
 - 2.4.2 Any Member whose membership fees are in arrears or who has not paid the required fee to renew his or her membership shall forfeit all rights and privileges of membership, until such time as the required fee is paid.
 - 2.4.3 If a membership fee remains unpaid for a period of 30 days from its due date or the relevant renewal date, the Member shall be deemed to have resigned his or her membership.
- 2.

3 Implementation

3.1 Exemption from Membership Fee

- 3.1.1 The Board of Directors may vote to waive all or part of the membership fee for an individual if that individual is unable to pay the required fee due to financial hardship.

3.2 Termination of Membership

10. Membership is terminated when:
- 3.2.1 The member dies, or in the case of a member that is a corporation, the corporation is dissolved;
 - 3.2.2 A member fails to maintain any qualifications for membership described in section 2.2 of this policy;
 - 3.2.3 The member resigns by delivering a written resignation to the chair of the Board of Directors, in which case such resignation is effective on the date specified in the resignation;
 - 3.2.4 The member is expelled in accordance with Article 3.3 below or is otherwise terminated in accordance with the bylaws or Act;
 - 3.2.5 The member's term of membership expires; or
 - 3.2.6 RCMPPI is liquidated or dissolved under the Act.
- 1.

3.3 Expulsion or Suspension

- 3.3.1 The Board of Directors shall have authority to suspend or expel any member from RCMPPI for any one or more of the following reasons:
 - Violating any provision of RCMPPI's letters patent, bylaws or written policies;
 - Carrying out any conduct that may be detrimental to RCMPPI as determined by the Board of Directors at its sole discretion; or

- For any other reason that the Board of Directors in its sole discretion considers to be reasonable, having regard to the purpose and best interests of RCMPI.

- 3.3.2 If the Board of Directors determines that a member should be expelled or suspended from membership, the president shall provide 30 days' notice to the member and shall provide reasons for the proposed suspension or expulsion.
- 3.3.3 The member may make written submissions to the President in response to the notice and/or submit to the President a written request to personally appear before the Board of Directors within such 30 day period. In the event that no written submissions or requests are received, the President may proceed to notify the member that they are suspended or expelled from membership.
- 3.3.4 If written submissions are received in accordance with this Article, the Board of Directors will consider them in arriving at a final decision and shall notify the member of such decision within a further 30 days from the date of receipt of submissions. The Board of Directors' decision shall be final and binding on the member, without any right of appeal.
- 3.3.5 If a request to personally appear before the Board of Directors is received in accordance with this Article, the President will invite the member to attend the next regularly scheduled meeting of the Board of Directors or an extraordinary meeting as determined by the Board of Directors at its sole discretion. The Board of Directors meeting shall take place no less than 30 days from receipt of the request. The member will be permitted to address the Board of Directors in confidence. The Board of Directors' decision shall be final and binding on the member, without any right of appeal.

2.

4 REVIEW

- 4.1.1 This policy will be reviewed bi-annually.

5 Date

Created 10/9/2015

Reviewed 12/2/2017

January 18, 2021

April 3, 2023

Approved April 10, 2023

Party and Event Policy

1 Purpose

- 1.1 To provide a distinction between private parties (“Private Party”) and RCMPI-organized events.

2 Policy

2.1 Definitions

- 2.1.1 A Private Party is an event that is not organized by the RCMPI Social Committee nor the RCMPI Board of Directors.
- 2.1.2 RCMPI-organized events are events that are supported by the Board of Directors and communicated through official RCMPI social media accounts.

2.2 RCMPI-organized events are required to:

- 2.2.1 Be consistent with the mission and values of RCMPI.
- 2.2.2 Engage in activities that are in accordance with RCMPI’s Code of Conduct policy.

3 Implementation

- 3.1 Official RCMPI social media accounts should not be used to publicize a Private Party. A Private Party may be promoted on affiliated pages or sites (Facebook’s RCMPI Members page, e.g.) without being considered an RCMPI-organized event.
- 3.2 RCMPI-organized events will conform to all RCMPI policies and values.
- 3.2.1 RCMPI will take action if RCMPI-organized events encourage or involve behaviour that is counter to RCMPI’s Code of Conduct policy.
- 3.

4 REVIEW

- 4.1.1 This policy will be reviewed bi-annually.

5 Date

Created	10/9/2015
Revised	06/11/2018, March 6, 2023
approved	April 10, 2023

Payment for Functions Normally Done by Volunteers Policy

1 Purpose

11. **This policy specifies the principles that will be used when a proposal comes forward to make an exception to the norm of unpaid, volunteer work. This policy does not seek a rigid formula but rather offers principles to guide decisions about exceptions.**

2 Policy

- 2.1 It is the policy of Royal City Musical Productions Inc. (RCMPI) to present voluntary payment, only in circumstances deemed necessary by the Board.
- 2.2 This policy will come into effect for the 2025/2025 season and replace the Honorarium Policy.

3 Implementation

- 3.1 The Board will set a budget amount annually for contingencies that may require voluntary payment. This amount will not be connected to a specific show, rather, it will be part of the RCMPI operating budget to be used at the discretion of the Board.
- 3.2 It is expected that member volunteers will not be paid for what is normally volunteer work, even if the nature of that work is what they do for a living.
- 3.3 There will be no automatic entitlement to voluntary payment because of an individual being asked to fulfill a particular position.
- 3.4 While the Board is empowered to provide a voluntary payment, these instances should be few, the burden of proof will be on why payment is necessary and should be made once all other options have been explored.
- 3.5 The request must come through the Production Coordinator of the show to the Board.
- 12.
- 3.6 The Board may use, but are not limited to, the following criteria in determining voluntary payment:
 1. a) The expertise of the individual(s) and the amount of work required for the position.
 2. b) The essential nature of the contribution to be provided.
- 3.7 The Board will enter into a contract with any individual who is offered voluntary payment.. That contract will specify the amount of the voluntary payment and the duties and responsibilities of the position.
- 13.

4 Background

- 4.1 **In the past, RCMPI has given a voluntary payment to members of the crew for specific shows. However, the vast majority of work that is done by RCMPI has, and continues to be, by unpaid**

volunteers as we are an amateur company.

5 Review

5.1.1 This policy will be reviewed bi-annually.

1.

6 Date

Created	10/9/2015
Revised	04/10/2024

Protection of Children and Vulnerable Persons Policy

1. PURPOSE

- 1.1. Royal City Musical Productions Inc. (RCMPI) recognizes its responsibility to promote safe practices and to protect children and vulnerable persons from abuse and exploitation. RCMPI will immediately refer any concerns that a child might be abused or at risk of harm to the appropriate Child Protection Authority.
- 1.2. To fulfill the above policy statement, RCMPI is committed to:
 - providing safe environments for children and vulnerable persons;
 - identifying any child who is suffering, or likely to suffer harm;
 - reviewing and evaluating implementation of this policy regularly for effectiveness.
- 1.3. RCMPI Protection of Children and Vulnerable Persons Policy applies to all RCMPI board member, cast, crew and volunteers.

2. DEFINITIONS

- 2.1. The following terms are used in this policy:
- 2.2. **Child** under provincial child protection legislation, is anyone who appears to be under 16 years of age, or someone who is 16 or 17 years old if under the care of a child protection authority.
- 2.3. **Vulnerable person** for the purposes of this policy and reporting means a young person 16 or 17 years of age, or an adult at risk. An **adult at risk** is a person aged 18 or over who is or may be unable to protect themselves from abuse. The vulnerability of an adult is related to how able the adult is to make and exercise their own informed choices free from duress, pressure or undue influence of any sort, and to protect themselves from abuse.
- 2.4. **Abuse** can be of a physical, emotional or sexual nature, or neglect. It may consist of just one incident, or it may happen repeatedly. Vulnerable persons also may be at risk of abuse or neglect. See Vulnerable Persons - Types of Abuse below for more information.
- 2.5. A child or vulnerable person can be subjected to more than one form of abuse:
 - **Physical abuse** could result from a parent or person in charge causing physical injury to a person or failing to adequately supervise a child or vulnerable person to provide for their safety.
 - **Sexual abuse** happens when a parent, or other person in charge, sexually molests or uses a child or vulnerable person for sexual purposes or knowingly fails to protect a child from sexual abuse.
 - **Emotional abuse** occurs when a parent or other person in charge harms a child or vulnerable person's sense of self. It includes acts or omissions that result in, or place a person at risk of serious behavioural, cognitive, emotional or mental health problems.

- **Neglect** happens when a child or vulnerable person's parent or other person in charge fails to provide for their basic needs, including, but not exclusive to food, suitable clothing, medical care and emotional support.
 - **Financial abuse or exploitation** is any act involving the misuse or abuse of funds or assets belonging to a vulnerable person.
- 2.6. The ability to recognise vulnerable sector abuse depends as much on a person's willingness to accept the possibility of its existence as it does on knowledge and information. Abuse is not always readily visible, and therefore all disclosures or allegations must be taken seriously. Alleged, suspected or witnessed abuse of a child or vulnerable person may constitute a criminal offence and must be reported immediately.
- 2.7. **Duty of Care** is a legal principle that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect their participants.
- 2.8. **Duty to Report** is defined under section 72(1) of Ontario's Child and Family Services Act and sets out what must be reported to a child protection authority (e.g. Children's Aid Society - CAS). A report must be made immediately if a child is or appears to be suffering from abuse or is at risk of harm. Duty to report applies to the public, and includes special reporting responsibilities for professionals whose work involves children.
- Child in need of protection is defined under section 72 (1) of Ontario's Child and Family Services Act as a child who is or who appears to be suffering from abuse, neglect or risk of harm. Anyone who has reasonable grounds to suspect that a child is or may be in need of protection must promptly report the suspicion to a CAS.
 - Risk of harm is the risk that a child is likely to be physically, sexually or emotionally abused or neglected.
 - Reasonable grounds refers to the information that an average person, using normal and honest judgment, would need to decide to report. It is not the person's responsibility to prove or have proof of abuse; investigation is the role of child protection authorities

3. LEGISLATIVE CONTEXT

3.1. Child and Family Services Act

We all share a responsibility to protect children from harm. We have a legal obligation to promptly report any suspicion that a child is or may need protection. Section 125 of Ontario's Child, Youth and Family Services Act (CFSA) states that the public, including professionals who work with children, must promptly report any suspicions that a child is or may be in need of protection to a child protection agency (CAS). The Act recognizes that people working closely with children have a special awareness of the signs of child abuse and neglect, and a particular responsibility to report their suspicions.

4. ROLES AND RESPONSIBILITIES

4.1. RCMPI Board of Directors is responsible for protecting children and vulnerable persons by:

- Providing oversight of a protection framework that includes establishing policies and procedures;
- Ensuring systems are in place for regular review, reporting and evaluation of effectiveness of child and vulnerable persons protection policies and procedures;
- Appointing Vulnerable Sector Coordinators, one male-identifying and one female-identifying, to act as the lead and point persons for all vulnerable person processes and procedures. Names of the Vulnerable Sector Coordinators shall be made available at each audition, rehearsal or performance, and shall also be posted on the Royal City Musical Production Inc. website.

4.2. Vulnerable Sector Coordinators have additional responsibilities for maintaining a safe environment in all facilities and programs by:

- Ensuring all cast and crew receive training on this policy, and ensure re-fresher training in protecting children and vulnerable persons is provided for each show involving children or vulnerable people;
- Ensuring a Vulnerable Sector Check is completed during the on-boarding for Board Members and the Production Team and then updated yearly;
- Ensuring that all RCMPI vulnerable sector processes and procedures, as laid out by this policy, are followed and implemented;
- Responding promptly to any complaints, reports or allegations against members or volunteers.

4.3. All Members and Volunteers are expected to abide by this Policy that includes:

- Following the RCMPI Code of Conduct Policy;
- Participating in mandatory and re-fresher training in protecting children and vulnerable persons;
- Reporting immediately any suspicions of child abuse directly to a child protection agency(CAS);
- Contacting police services if they suspects that a vulnerable person's safety is at risk;
- Notifying the Vulnerable Sector Coordinator or Production Coordinator that a report has been made to CAS or the Polices.

5. PROCEDURES

5.1. Reporting Child Abuse and/or Neglect

In the event that a child, or someone discloses, or a member or a volunteer suspects abuse, the procedures outlined below must be followed. Vulnerable Sector Coordinators shall ensure that all members and volunteers aware of their duty to report suspected abuse to a Child Protection Agency (CAS).

[Family & Children's Services of Guelph and Wellington County](#)

275 Eramosa Rd, Guelph, ON N1E 2M7

1-800-265-8300 or 519-824-2410

5.2. If you suspect child abuse:

- You should make the call immediately to a child protection agency (CAS).
- You may inform the Vulnerable Sector Coordinator of the intention to call CAS, especially if you need their support to ensure that you have the privacy necessary to make the call.
- Once you have made the call, notify the Vulnerable Sector Coordinator, who will then notify the Board that a call has been made to a child protection agency.

*** No RCMPI Member, including the Board of Directors shall advise someone not to report suspicions of child abuse, nor try to stop the person from reporting or consulting with a CAS.*

5.3. When placing a call to a child protection agency:

Provide your Full name, our Association name (Royal City Musical Productions Inc.) and a contact number where they can reach you, along with the full details to the best of your knowledge of your suspicion(s).

Ask for the name and phone number of the caseworker or manager you spoke with at the child protection agency. If any further suspicion of abuse or new information with respect to a child occurs, then you must make another report to the child protection agency, regardless of any previous reports.

Remember: The child protection agency (CAS) provides support. You can call to “consult” with CAS for guidance and agency staff will support you through the process. The goal of the RCMPI and a child protection agency is to protect all children whose safety must be considered first.

5.4. If a member of the production team, cast, crew or volunteer is suspected of abuse

If an RCMPI Member suspects a member of the production team, cast, crew or volunteer of abusing a child or children who participate in the program, he/she will inform Vulnerable Sector Coordinator or Production Coordinator of the intention to immediately call a child protection agency (CAS). If a parent is making the allegation against a member of the production team, cast, crew or volunteer, they should be encouraged to report the suspected child abuse to a CAS. When notified, the Vulnerable Sector Coordinator or Production Coordinator also have a responsibility to call CAS. If the person suspected of abuse is the Production Coordinator, the parent must make the call to a CAS and inform the Vulnerable Sector Coordinator of his/her call to CAS.

The person who is suspected of abusing a child will not be told by anyone about the suspicion, or the intention to report. Only under the direction and consultation with CAS is the information to be disclosed with the alleged person.

5.5. Reporting Suspected Abuse of a Vulnerable Person

Ontario does not have legislation to protect adults like it does for children, which means there are no adult protection agencies as such. Therefore, it is up to all of us to act.

Anyone who has a reduced capacity to look after their own interests, needs and well-being can be at risk of abuse. For example, an adult with a physical disability or mental health or

developmental or intellectual disability, as well as some seniors may be at risk of abuse, neglect or exploitation.

Alleged, suspected or witnessed abuse of a vulnerable person may constitute a criminal offence and the police should be informed. As all adults are presumed to have mental capacity to make informed choices about their own safety and how they live their lives, all interventions in respect of vulnerable persons need to consider their ability to make informed choices about the way they want to live and the risks they want to take.

If a cast, crew or a volunteer suspect that a vulnerable person's safety is at risk or in immediate danger, contact the local police services or dial 911 immediately, as the police can check on the person's wellbeing.

Documentation should be completed for our record as an email to the Vulnerable Sector Coordinator. The email should include a summary of the incident, the vulnerable person's name, the date the call was made to police services and location of the incident.

5.6. Responding to an Allegation or Complaint of Abuse against a member of RCMPI

In the event of an allegation, complaint or disclosure of abuse against a member or volunteer of the RCMPI, the following procedures shall apply:

5.7. Reviewing an Allegation or Complaint of Abuse against a member or volunteer

Once the President of the Board of Directors has been notified that an allegation has been made, the President will begin the review process in accordance with the Code of Conduct Policy. All documented information regarding the incident will be brought to the Board of Directors for review. Although the Board of Directors does not have the responsibility to investigate or validate abuse allegations or concerns within the company, a decision will be made regarding whether a code of conduct violation has occurred, based on the information and outcomes that are provided.

Any and all complaint or allegation made against the members or volunteers of RCMPI are taken seriously.

5.8. Information Management

All information related to an allegation or disclosure of abuse will be treated confidentially to the extent possible. The Board of Directors shall ensure that all records including investigation related to allegations or complaints of abuse against RCMPI members or volunteer shall be stored securely and retained indefinitely.

6. Strategies to Enhance our Commitment to Protecting Children and Vulnerable Persons

6.1. RCMPI is committed to an ongoing strategy for the protection of children and vulnerable persons and maintaining safe environments, which includes:

- providing training that ensures members and volunteers know their responsibilities and duty to report;

- monitoring RCMPI's effectiveness in its commitment to protecting children and vulnerable persons;
- providing mechanisms for feedback and appropriate response to complaints or disclosures.

6.2. **Training and education** increase knowledge and awareness of individual and organizational roles in protecting children and vulnerable persons and ensures the effectiveness of this Policy. Through education tools and training that include individualized training for our production team and mandatory first night orientation training with sign-off requirements for all cast, crew and volunteers, RCMPI will empower their members and volunteers 'to act' if abuse is suspected.

6.3. **Monitoring:** RCMPI shall monitor programs regularly to identify any potential barriers and strategies for maintaining safe and inclusive environment. Strategies include:

- fostering a culture of safety through safeguards including policies, training, education;
- providing children and vulnerable persons with support and guidance on what to do, and who to contact if feeling uncomfortable or afraid at any time;
- maintaining security through use of central point(s) of entry, sign in/out procedures for youth under 16 years of age;
- maintaining safe environments through the implementation of a team approach to ensure that no activities take place involving one-on-one contact between a singular, non-related volunteer/member and a child or vulnerable adult;
- emphasizing a culture of questioning for consent before action

6.4. **Ongoing relevancy:** RCMPI Vulnerable Sector Coordinator or designate shall present this policy to review the board annually to ensure effectiveness and ongoing relevancy. RCMPI shall continue to instill a culture of shared accountability and responsibility across the membership for the protection of children and vulnerable persons.

7. Other Resources

For more information about this policy, members and volunteers may speak with the Vulnerable Sector Coordinator or a member of the Board of Directors. The following sources provide additional information about child protection:

[Child, Youth and Family Services Act, 2017, S.O. 2017, c. 14, Sched. 1 | ontario.ca](#)

[Child welfare and child protection services | ontario.ca](#)

[Duty to report – Ontario Association of Children's Aid Societies](#)

[Children's Aid and Child Protection – Ontario Association of Children's Aid Societies](#)

[Child Abuse: Information and Resources](#)

[Vulnerable Sector Check - Guelph Police](#)

8. Policy Approval and Review Dates:

- 8.1. Created: October 10, 2025
- 8.2. Approved: October 21, 2025

Proxy Policy

1 Purpose

- 1.1 To provide a method for those who cannot attend a meeting of the members to have their vote recorded.

2 Policy

2.1 Definition

- 2.1.1 In this part, “proxy” means an authorization by means of which a member has appointed a proxyholder to attend and act on the member’s behalf at a meeting of the members.

2.2 Proxies

- 2.2.1 Every member entitled to vote at a meeting of the members may by means of a proxy appoint a proxyholder or one or more alternate proxyholders, who need not be members, as the member’s nominee to attend and act at the meeting in the manner, to the extent and with the authority conferred by the proxy.

2.

3 Implementation

3.1 Form of Proxy

- 3.1.1 A proxy must be signed,
 - By the member or the member’s attorney; or
 - If the member is a body corporate, by an officer or attorney of the body corporate duly authorized
- 3.1.2 Every proxy must be in a form that complies with the prevailing legislation.
- 3.1.3 A corporation shall send, or otherwise make available, a form of proxy to each member who is entitled to receive notice of the meeting concurrently with or before giving notice of the meeting.

3.2 Time limit for deposit

- 3.2.1 The directors may by resolution fix a time before any meeting or continuance of an adjourned meeting of the members before which time proxies to be used at the meeting are due.
- 3.2.2 This time must not exceed 48 hours, excluding Saturdays and holidays, before the meeting
- 3.2.3 The period of time must be specified in the notice calling the meeting.

3.3 Proxy Submission

3.3.1 Proxies to be used at a meeting must be deposited with the corporation or an agent of the corporation within the allowed time frame.

3.3.2 A proxy is valid only at the meeting for which it is given or, if that meeting is adjourned, at the meeting that continues the adjourned meeting.

3.4 Proxy Revocation

3.4.1 A member may revoke a proxy,

- By depositing in accordance with subsection (7) a revocation that is signed by the member or by the member's attorney; or
- In any other manner permitted by law.

3.4.2 The revocation must be received in writing or by electronic means,

- At the registered office of the corporation, or by the Secretary of the Board of Directors, at any time up to and including the last business day before the day of the meeting or, if the meeting is adjourned, of the continued meeting, at which the proxy is to be used; or
- By the chair of the meeting on the day of the meeting or, if it is adjourned, of the continued meeting

3.

3.5 Proxyholder Rights and Responsibilities

3.5.1 A person who is appointed a proxyholder shall attend, or cause an alternate proxyholder to attend, the meeting in respect of which the proxy is given and shall comply with the directions of the member who appointed the person.

3.5.2 A proxyholder or an alternate proxyholder has the same rights as the member who appointed him or her to speak at a meeting of the members in respect of any matter, to vote by way of ballot at the meeting and, except where a proxyholder or an alternate proxyholder has conflicting instructions from more than one member, to vote at the meeting in respect of any matter by way of a show of hands.

3.6 Vote by show of hands

3.6.1 If the chair of a meeting of the members declares to the meeting that, to the best of his or her belief, if a ballot is conducted, the total number of votes of members represented at the meeting by proxy required to be voted against a matter or group of matters to be decided at the meeting is less than 5 per cent of all the votes that might be cast at the meeting on such ballot, and if a member, proxyholder or alternate proxyholder does not demand a ballot,

- The chair may conduct the vote in respect of that matter or group of matters by a show of hands; and

14. A proxyholder or alternate proxyholder may vote in respect of that matter or group of matters by a show of hand.

15.

3.7 Voting by mail or by telephonic or electronic means

3.7.1 A corporation may provide in its by-laws for voting by mail or by telephonic or electronic means, in addition to or instead of voting by proxy.

3.7.2 Voting by mail or by telephonic or electronic means may be used only if,

- The votes may be verified as having been made by members entitled to vote; and
- The corporation is not able to identify how each member voted.

1.

4 REVIEW

4.1.1 This policy will be reviewed bi-annually.

5 Date

Created 10/9/2015

Revised 6/11/2018

Revised March 6, 2023

Approved April 10, 2023

Workplace Violence, Harassment, and Discrimination Policy

1. Purpose

1.1. Royal City Musical Productions Inc. (RCMPI) recognizes its responsibility to promote supportive practices and to protect all participants from violence, harassment, and discrimination and is committed to providing a safe environment for all participants.

1.2. To fulfill the above policy statement, RCMPI is committed to:

- ensure every participant has the right to freedom from workplace violence, harassment, discrimination, and unacceptable conduct.
- recognize the dignity and worth of every person and to provide for equal rights and opportunities without discrimination
- reviewing and evaluating implementation of this policy regularly for effectiveness

1.3. The Violence, Harassment, and Discrimination Policy apply to all RCMPI board member, cast, crew and volunteers.

2. DEFINITIONS

2.1. The following terms are used in this policy:

2.2. Volunteer Workplace is a work environment created to support and encourage people to engage in activities, such as donating their time, skills, or energy to community causes, often for public service, charitable, or humanitarian objectives. Key elements include voluntary, unpaid work performed without expectation of compensation and without displacing regular paid employees, serving the common good beyond one's household or family.

2.3. Workplace Violence is any act or threat of physical violence, harassment, intimidation, or other threatening behavior that happens at the workplace, and it includes the following:

- **Physical Assaults:** Hitting, kicking, pushing, or other forms of physical attack.
- **Threats and Intimidation:** Verbal or written threats, stalking, or actions that create fear.
- **Psychological Harassment:** Spreading rumors, public ridicule, humiliation, or social exclusion.
- **Bullying:** Repeatedly criticizing, undermining, or belittling an individual.

- **Property Damage:** Vandalism, sabotage, or theft of belongings or equipment.
- **Sexual Harassment:** Persistent sexual advances, jokes, comments, or unwanted sexual contact.

2.4. Harassment is any offensive, unwanted conduct or comments that are known or reasonably ought to be known to be offensive, humiliating, or intimidating, creating a hostile environment for the recipient. Harassment can take many forms, including:

- **Verbal:** Insulting remarks, derogatory jokes, offensive innuendo, or racial slurs.
- **Physical:** Aggressive or threatening behavior, unwelcome physical contact, or physical assault.
- **Psychological:** Spreading rumors, socially isolating someone, persistent criticism, or public ridicule.
- **Visual:** Displaying or circulating offensive pictures, cartoons, or other visuals.
- **Online/Cyberbullying:** Using the internet to harass, threaten, or spread negative information about someone.

2.5. Discrimination is the unjust or prejudicial treatment of a person or group based on personal characteristics, or "protected grounds," such as race, age, sex, or disability, which results in disadvantage or limited opportunities. It can be direct, where treatment is explicitly unequal, or indirect, where a seemingly neutral rule or practice has a disproportionately negative effect on a protected group.

2.5.1. Key Aspects of Discrimination:

Protected Grounds: These are characteristics that are legally protected from discrimination and include, but are not limited to, race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, disability, and genetic characteristics.

Intent vs. Effect: Discrimination does not require proof of intent; the negative impact or effect of a rule or action is often what matters most.

Direct Discrimination: This occurs when a person is treated less favorably than another person in a similar situation because of a protected ground.

Indirect Discrimination: This happens when a rule, policy, or practice that appears neutral or fair to most people has the unintended effect of putting a specific group at a disadvantage because of their protected characteristic.

Multiple Discrimination: A person can be discriminated against based on more than one characteristic at once, which can create cumulative disadvantages.

3. LEGISLATIVE CONTEXT

- 3.1.** The legislative context for workplace violence, harassment, and discrimination involves both occupational health and safety (Ontario's Occupational Health and Safety Act) and human rights legislation (Canadian Human Rights Act and the Ontario Human Rights Code). OHS laws address workplace safety and require employers to prevent and address workplace violence and harassment, including by establishing policies, training, and risk assessments. Human rights codes prohibit discrimination and harassment based on protected characteristics, establishing a right to be free from such conduct.

4. ROLES AND RESPONSIBILITIES

- 4.1. RCMPI Board of Directors** is responsible for fostering a workplace free from violence, harassment, and discrimination by:
- Providing clear and strong policies and procedures;
 - Ensuring systems are in place for regular review and evaluation of effectiveness of the policies and procedures;
 - Maintaining a fair and effective complaint and review process.
- 4.2. Vulnerable Sector Coordinators** are responsible for supporting all allegations involving youth and vulnerable people and will follow the processes laid out in the RCMPI's Vulnerable Sector Policy.
- 4.3. Production Manager and/or Stage Manager** are responsible for:
- Ensuring all cast and crew receive training on this policy, and ensure re-fresher training in the Violence, Harassment and Discrimination Policy;

- Ensuring that all RCMPI Violence, Harassment and Discrimination process and procedures are followed and implemented;
- Responding promptly to any complaints, reports or allegations against members or volunteers, assessing whether it is safe for participants to continue and flagging all related concerns to the Board President immediately.

4.4. All Members and Volunteers are expected to abide by this Policy that includes:

- Following the RCMPI Code of Conduct Policy;
- Participating in mandatory and re-fresher training in training in the Violence, Harassment and Discrimination Policy;
- Following the Vulnerable Sector policy if concerns involve a youth or vulnerable person;
- Contacting police services if they suspect that any person's safety is at immediate risk;
- Notifying the Production Manager or Stage Manager, as soon as safely possible, of any concerns or violations of this policy.

5. PROCEDURES

5.1. Reporting Workplace Violence (immediate risk of harm to self or others): If you feel personally threatened (at immediate risk) or in danger, **call 911** immediately, and do not put yourself, or others, at risk when addressing the situation. Until the incident has been contained and the threat has been removed, all activities involving the production shall be ceased (with cast and crew being encouraged into safer spaces) until it is safe to return. When safe to do so, ensure that the production manager or stage manager is aware of the occurrence. If either of the prior are the perpetrators, reach out directly to a board member or the designated Cast Representative to help proceed with next steps, and if injuries have occurred, seek the necessary medical attention. Once the Board President has been notified, they will begin the review process, and a documented incident summary should be submitted.

5.2. Reporting Workplace Violence (non-immediate risk of harm to self or others), Harassment and Discrimination

To report harassment or discrimination, start by reaching out to the Production Manager or Stage Manager of the occurrence. If either of the prior are the perpetrators, reach out directly to a Board Member or the designated Cast Representative to help proceed with next steps. Once the report has been filed, the Board President will be notified and will begin the review process.

****All allegations of workplace violence, harassment and discrimination that are brought forward will be taken seriously.***

6. Responding to an Allegation against a member of RCMPI

6.1. In the event of an allegation, complaint or disclosure of abuse against a member or volunteer of the RCMPI, the following procedures shall apply.

6.2. Reporting an Allegation of Violence, Harassment or Discrimination against a member or volunteer

Once the President of the Board of Directors has been notified that an allegation has been made, the President will begin the review process in accordance with the Code of Conduct Policy. All documented information regarding the incident will be brought to the Board of Directors for review. Although the Board of Directors does not have the responsibility to investigate or validate abuse allegations or concerns within the company, a decision will be made regarding whether a code of conduct violation has occurred, based on the information and outcomes that are provided.

****All complaints or allegations against members or volunteers of RCMPI will be taken seriously. RCMPI also prohibits any retaliation or victimization of people who seek to enforce their legal rights or provisions of this policy.***

6.3. Information Management: All information related to an allegation will be treated confidentially to the extent possible. The Board of Directors shall ensure that all records, including investigation related to workplace violence or discrimination against RCMPI members or volunteer shall be stored securely and retained indefinitely.

7. Strategies to Enhance our Commitment to Protecting all members of RCMPI from Workplace Violence and Discrimination

7.1. RCMPI is committed to an ongoing strategy for the protection all members and volunteers while maintaining safe environments. These strategies include:

- providing trainings that ensures members and volunteers know the process and pathways for reporting concerns of violence, harassment and discrimination.
- monitoring RCMPI's effectiveness in its commitment to protecting members and volunteers
- providing mechanisms for feedback and appropriate response to complaints or disclosures.

7.2. Training and education increase knowledge and awareness of individual and organizational roles to ensure the effectiveness of this Policy. Through education tools and training, that include individualized support for our production team and mandatory first night orientation

training for all cast, crew and volunteers, RCMPPI will empower and support their members and volunteers in situation where workplace violence, harassment or discrimination may occur.

7.3. Monitoring: RCMPPI shall monitor programs regularly to identify any potential barriers and strategies for maintaining safe and inclusive environment. Strategies include:

- fostering a culture of safety through safeguards including policies, training, education;
- providing members and volunteers with support and guidance on what to do, and who to contact if they experience or witness workplace violence, harassment or discrimination;
- emphasizing a culture of questioning for consent before any action, especially those involving personal space
- prioritizing awareness of others needs and differences, while emphasizing a zero tolerance for any discriminatory language or actions
- any rough contact or rough play, as well as sexual comments or gestures, outside of what is part of the theatrical production requirements, is discouraged during RCMPPI related activities

7.4. Ongoing relevancy: the Board of Directors shall review this policy annually to ensure effectiveness and ongoing relevancy. RCMPPI shall continue to instill a culture of shared accountability and responsibility across the membership for the protection all participants and volunteers

8. Other Resources:

For more information about this policy, members and volunteers may speak with a member of the Board of Directors. The following sources provide additional information:

[Part III.0.I: Workplace violence and workplace harassment | Guide to the Occupational Health and Safety Act | ontario.ca](#)

[Human Rights Code, R.S.O. 1990, c. H.19 | ontario.ca](#)

[Canadian Human Rights Act](#)

9. Policy Approval and Review Dates:

9.1. Created: October 10, 2025

9.2. Approved: